

Decision Tree Modules Instructions

As part of your HMIS obligation you must go into Community Point www.wifrontdoor.org and fill out a few questions about the programs for which you are receiving funding which will enable the State to utilize a tool in the software called the decision tree.

Login to www.wifrontdoor.org

(You will need a username and password for this, your password **MUST** be different from the one that you use to login to WI Service Point.)

The Decision Tree will assist an individual in finding help based on need and help us make the best possible referral. The client will go through a four step process and the information added through the Decision Tree helps to narrow down choices to help clients find the resources for which they are eligible.

What are Decision Tree Modules?

Decision Tree Modules allow Providers to specify what type of services they provide, and any eligibility requirements necessary for clients to receive services. Each of the Decision Tree Modules is specific to its topic and questions vary from Module to Module. Although questions vary, the Eligibility Requirement Section remains the same in all Modules.

What Decision Tree Modules are Available?

There are currently 16 different Decision Tree Modules available:

- Shelter and Housing
- Abuse, Neglect, and Violence Resources
- Food and Meals
- Clothing and Household Goods
- Counseling
- Day Care Resources
- Education, Classes, Workshops, and Information
- Financial Assistance
- Foster Care Resources, Adoption Resources, etc.
- Jobs and Job Training
- Legal Services
- Recreation and Leisure Activities
- Addiction Disorder Resource
- Transportation
- In-Home Assistance
- Youth Services

Click on "Update a Provider"

Locate your service agency in the listing.

Editing Decision Tree Modules:

To edit Decision Tree Modules for the Provider, complete the following steps.

1. Click on the **Tree icon** under the Provider you wish to edit Decision Tree Modules for.

Editing Decision Tree Modules for a Provider



The page will refresh, displaying a list of Community Point Decision Tree Modules.

2. Click on the **ADD** button next to the Module you wish to add to the Provider. The page will refresh with a list of options in checkbox and radio button formats to choose from. Each category is broken out and you can select what you would like to appear under the services you offer.
3. Select the appropriate checkboxes and radio buttons as they apply to the Provider.
4. When you have completed this form, click on the **Save Form** button. The page will refresh back to the main **Decision Tree Module** page. Add or Edit Modules as necessary.
5. Click on the **Done** button. The page will refresh back to the main **Update Provider** screen.
6. If you have completed Updating the Provider, click on the **Done** button at the bottom of the **Update Provider** screen. The page will refresh back to the main **Community Point Administration** page.
7. Click on the Find Help tab in the left had column and search the Decision Tree to view how potential clients will view your services provided.

Please contact fdhelp@commerce.state.wi.us if there are any questions, comments or concerns.